

## REQUISITION FOR ADVANCE FROM LITERARY FUND

(Mail To: Daniel S. Timberlake, Assistant Superintendent for Finance,  
Virginia Department of Education, P. O. Box 2120, Richmond, VA 23218-2120)

### **PART I:**

1. County/City: \_\_\_\_\_ Date: \_\_\_\_\_
2. Contact Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_
3. Name of School as shown on Approved Application: \_\_\_\_\_
4. Is this the County's/City's **final** draw on the above-mentioned Literary Fund loan? \_\_\_\_ Yes \_\_\_\_ No

**If the answer to Question 4 was "yes", all remaining balances of the Literary Fund loan for this project will revert to the Literary Fund and will no longer be available to the locality for reimbursement. The Department of Education will permanently close this project account and convert the temporary loan to a permanent loan.**

5. Is this the County's/City's **first** draw on the above-mentioned Literary Fund loan? \_\_\_\_ Yes \_\_\_\_ No

If the answer to Question 5 was "yes", please go to Question 6. If the answer to Question 5 was "no", please go to Question 9.

### **PART II:**

6. Information required for first draw:

6a. Name of Bond Counsel: \_\_\_\_\_

Phone Number: \_\_\_\_\_

- 6b. Have you borrowed, directly or indirectly (such as through an industrial development authority), prior to the date hereof any money, either through a tax-exempt bank loan, a bond anticipation note, any tax-exempt or taxable obligation or otherwise (the "Interim Loan"), to pay for the Project costs referenced in Item 3?

YES \_\_\_\_\_ NO \_\_\_\_\_

- 6c. Do you intend to use the Proceeds of the Literary Fund Loan to refinance or repay the Interim Loan used to finance the Project costs?

YES \_\_\_\_\_ NO \_\_\_\_\_

7. What is the expected cost of the Project? \$ \_\_\_\_\_

8. Source of Funds:

<b><u>Temporary Financing</u></b>	Amount	Redemption Date**	Amount of Proceeds Remaining**
Local Appropriation	\$ _____	_____	_____
Temporary Loan	\$ _____	_____	_____
Other (Specify Below):	\$ _____	_____	_____

<b><u>Permanent Financing</u></b>	Amount	Redemption Date**	Amount of Proceeds Remaining**
Local Appropriation	\$ _____	_____	_____
Bonds*	\$ _____	_____	_____
Literary Funds	\$ _____	_____	_____
VRS Funds	\$ _____	_____	_____
VPSA Bonds	\$ _____	_____	_____
Federal Funds (specify):	\$ _____	_____	_____
Other (specify below):	\$ _____	_____	_____

\* Except VPSA Bonds

\*\* If Applicable

**NOTE:** Pursuant to Section 8.2 of the Literary Fund Regulations, all other funds committed to a Literary Fund project must be expended before the Literary Fund loan will be available for disbursement to the locality.

**PART III:**

9. Draw request (Please indicate the amount of the current draw request by the following qualifying categories):

- Architectural and engineering fees \$ \_\_\_\_\_
- Mortar and concrete projects \$ \_\_\_\_\_
- Retrofit work (add, relocate walls) \$ \_\_\_\_\_
- Additions to existing facility \$ \_\_\_\_\_
- Major electrical upgrades \$ \_\_\_\_\_
- Major plumbing upgrades \$ \_\_\_\_\_
- Energy improvements (energy certificates no longer required)
  - HVAC \$ \_\_\_\_\_
  - Efficient windows \$ \_\_\_\_\_
  - Roofing (with additional roof insulation) \$ \_\_\_\_\_
  - Boiler upgrades \$ \_\_\_\_\_
  - Lighting (install energy efficient fixtures)  
including ceilings if lay-in fixtures \$ \_\_\_\_\_
  - Other \_\_\_\_\_ \$ \_\_\_\_\_
- Americans with Disabilities Act upgrades
  - Ramps \$ \_\_\_\_\_
  - Elevators \$ \_\_\_\_\_
  - Accessible Bathrooms \$ \_\_\_\_\_
  - Signage \$ \_\_\_\_\_
  - Other \_\_\_\_\_ \$ \_\_\_\_\_
- Asbestos abatement/radon mitigation/indoor air quality retrofits \$ \_\_\_\_\_
- Parking lots \$ \_\_\_\_\_
- Technology infrastructure \$ \_\_\_\_\_
- Permanently attached equipment \$ \_\_\_\_\_
- Pay-off of interim financing \$ \_\_\_\_\_
- Other qualifying purpose (please specify below or attach separate sheet if necessary):  
\_\_\_\_\_ \$ \_\_\_\_\_

\*\*\* **Note:** Literary Loans may not be used for:

- Site purchase
- New carpet, paint, replacement of existing ceiling panels (unless project involves energy efficient light replacement), replacement of existing floor tile (unless asbestos abatement), general finishes upgrade
- Site work, playfields, stadiums, bleachers, scoreboards
- Loose technology equipment (computers, servers, TV's, CD or laser disk players)
- Removal, upgrading or installing of aboveground or underground storage tanks

10. Amount of Approved Literary Fund Loan \$ \_\_\_\_\_

11. Total qualifying expenditures related to the Project  
listed in Item 3 to date \$ \_\_\_\_\_

12. Total amount advanced from Literary Funds on  
this loan to date \$ \_\_\_\_\_

13. Amount requested this advance (Not exceeding  
Item 11 minus Item 12) **Supporting documentation  
must be attached, i.e. invoices, Form G702, etc.** \$ \_\_\_\_\_

14. Special wiring instructions to pay-off interim financings: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**PART IV:**

15. Certification:

**I understand and hereby certify that:**

- Other than requests for paying off interim financings, the aforementioned disbursements for which reimbursement is requested have been paid in full as of the date of this requisition;
- Other than previously paid capital expenditures being reimbursed in accordance with an adopted reimbursement resolution or if this request is to pay-off an interim financing, the aforementioned disbursements are all current capital expenditures (i.e., were paid after the date of the first Literary Fund disbursement for the project listed in Item 3);
- The school board or local governing body has adopted a reimbursement resolution and I hereby certify that none of the disbursements for which this reimbursement is requested were paid more than 60 days prior to the date the reimbursement resolution was adopted;
- All other funds committed to the project listed in Item 3 above have been spent and none of the aforementioned disbursements have been the subject of a previous withdrawal from the Literary Fund;
- To the best of my knowledge, all of the aforementioned disbursements comply with all applicable Literary Fund regulations and are qualifying reimbursements of the Literary Fund.

Date: \_\_\_\_\_

By: \_\_\_\_\_  
Superintendent or Authorized Designee

Title: \_\_\_\_\_

Approved by the Virginia Department of Education

**By:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_